

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** July 17, 2025

**RE:** Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area “H” (H2025.004-ZONE)

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### Administrative Recommendation:

THAT the Electoral Area “H” Official Community Plan Amendment Bylaw No. 2497.17, 2025, and the Electoral Area “H” Zoning Amendment Bylaw No. 3065.01, 2025, be read a third time and adopted.

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Purpose: to facilitate a two-lot subdivision in the form of a lot line adjustment. Folio: H-00573.050

Civic: 2531 Coalmont Road Legal: Lot 2, Plan KAP89110, District Lot 128, YDYD

OCP: Small Holdings (SH) Zone: Small Holdings Two (SH2)

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### Purpose:

#### Proposed Development:

This application is seeking to amend the zoning of an approximately 0.164 ha portion of the subject property in order to allow for a two-lot subdivision in the form of a lot line adjustment between 2531 and 2567 Coalmont Road, which will transfer the approximately 0.164 ha portion of 2531 Coalmont Road to 2567 Coalmont Road.

In order to accomplish this, the following land use bylaw amendments are being proposed by the applicant:

- amend the land use designation under Schedule ‘B’ (OCP Map) of the Electoral Area “H” Official Community Plan (OCP) Bylaw No. 2497, 2012, from Small Holdings (SH) to Low Density Residential (LR); and
- amend the zoning under Schedule ‘2’ (Zoning Map) of the Electoral Area “H” Zoning Bylaw No. 3065, 202, from Small Holdings Two (SH2) to Low Density Residential One (RS1).

In support of the rezoning, the applicant has stated that:

*As the Owner of 2567 Otter Avenue the boundary adjustment will allow me to ensure that the privacy tree currently adjacent to my property will become part of my property. These trees offer shade and privacy to my property from the neighbouring property and will allow me to maintain*

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*the natural habitat of the area benefitting both my property but the community as well. My family has owned the property in the area for generations and I have enjoyed the community as both a child and now as a parent of a young daughter.*

## **Strategic Priorities:**

Operational

## **Background & Analysis:**

### Background:

On May 5, 2025, a Public Information Meeting (PIM) was held online through Webex and was attended by approximately four (4) members of the public.

At its meeting of May 12, 2025, the Electoral Area “H” Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject development application be approved.

At its meeting of June 5, 2025, the Regional District Board resolved to approve first and second reading of the amendment bylaws and scheduled a public hearing ahead of its meeting of June 19, 2025.

At its meeting on July 3, 2025, the Regional District Board resolved to reschedule the public hearing from June 19, 2025, to July 17, 2025.

All comments received to date in relation to this application are included with this report.

Approval from the Ministry of Transportation and Transit (MoTT) is not required prior to adoption as the proposed amendments involve lands beyond 800 metres of a controlled access highway.

### Analysis:

In considering this proposal, Administration notes that the Zoning Bylaw provides a number of exemptions for minimum parcel size requirements that apply to boundary adjustments, provided certain criteria is met.

In this instance, not all of these criteria are being met as the proposed “Lot A” is proposed to be split-zoned, part Small Holdings Two (SH2) and part Low Density Residential One (RS1).

Consequently, the minimum parcel size requirement that applies is the more onerous of these two zones; being the 0.5 ha associated with the SH2 Zone.

As the proposed size of “Lot A” is approximately 1,640 m<sup>2</sup>, it does not meet this 0.5 ha requirement (NOTE: the proposed “Lot B”, at approximately 5,430 m<sup>2</sup> in area, does comply) and an amendment to the zoning of the property is required.

Importantly, the proposed boundary adjustment is not otherwise resulting the creation of additional parcels (e.g. triggering the need for a community water and sewer connection), is not resulting in new parcel lines infringing on the setbacks associated with existing structures and will result in new parcel layouts generally consistent with those found elsewhere in the community.

Consistency between the parcel lines, zoning and OCP designations will alleviate future administrative challenges by more clearly delineating what uses may take place on the property.

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**Alternative:**

Conversely, the option of not supporting the proposed rezoning is available to the Board and would result in the current parcel boundaries between the two properties being maintained (e.g. status quo).

In this instance, however, it is not clear that there is a strong community interest in maintaining the current boundaries.

**Summary:**

In summary, the proposed OCP and Zoning Bylaw amendments are seen to be consistent with the long-term preferred future land use of this property.

**Financial Implications:**

Financial implications have been considered and none were found.

**Communication Strategy:**

The proposed bylaw amendments have been notified in accordance with the requirements of the *Local Government Act* as well as the Regional District's Development Procedures Bylaw No. 2500, 2011. Information will be posted on the RDOS website. Interested or affected parties will be contacted directly via email, regular mail, or Voyent Alert! Notifications.

**Alternatives:**

1. THAT first and second readings of the Electoral Area "H" Official Community Plan Amendment Bylaw No. 2497.17, 2025, and the Electoral Area "H" Zoning Amendment Bylaw No. 3065.01, be rescinded and the bylaws be abandoned.

Will a PowerPoint presentation be presented at the meeting?      No

**Respectfully submitted:**

"Colin Martin"

C. Martin, Planner I

**Endorsed by:**

"Shannon Duong"

S. Duong, Acting Senior  
Manager of Planning

**Endorsed by:**



A. Fillion, Managing Director,  
Development and  
Infrastructure Services

**Attachments:**    No. 1 – Applicant's Site Plan

                            No. 2 – Site Photo

Attachment No. 1 – Applicant's Site Plan

**PROPOSED SUBDIVISION PLAN OF LOT 1 AND 2,  
DL 128, YDYD, PLAN KAP89110.**

PID: 027-930-041 AND 027-930-017

CIVIC ADDRESS: 2567 COALMONT ROAD AND 2531 COALMONT ROAD

CLIENT: KELLETT / NICHOLSON

This document shows the relative location of proposed improvement(s) named above with respect to the boundaries of the described parcel.

This document was prepared for the exclusive use of the client named herein, for planning purposes.

Lot dimensions shown are derived from field survey measurements and may differ from Land Title Office records.

This document shall not be used to define property lines or corners.

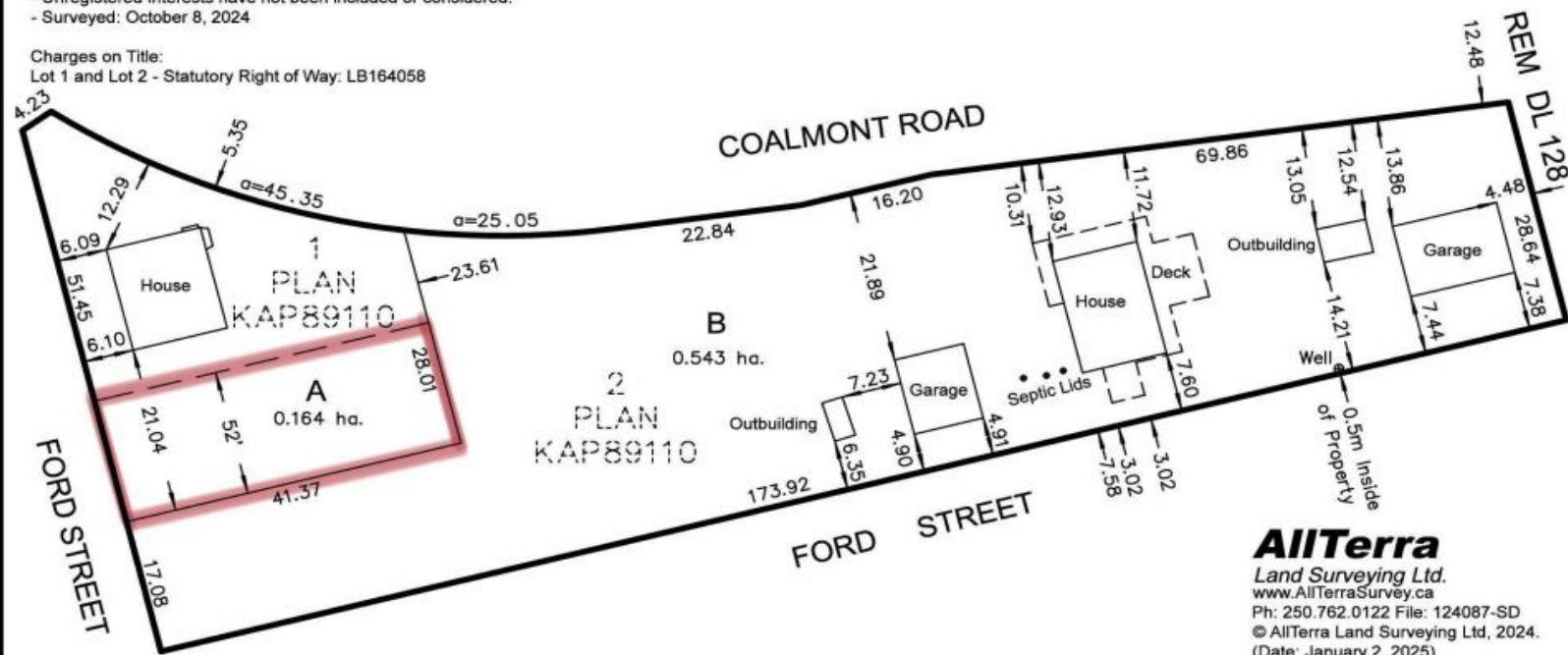
Scale 1:750 Metric. Distances shown are in metres and decimals thereof.

**Notes:**

- Unregistered interests have not been included or considered.
- Surveyed: October 8, 2024

**Charges on Title:**

Lot 1 and Lot 2 - Statutory Right of Way: LB164058





Attachment No. 2 – Site Photo (Google Streetview)

